KX-E3000
Operator's Instruction Manual

Panasonic
ELECTRONIC TYPEWRITERS

MODEL NO. _____ *NAME OF DEALER* _____

SERIAL NO. _____ *DATE OF PURCHASE* _____

Preface

Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today.

Your Panasonic typewriter has been designed to help you prepare your typing projects as simply and efficiently as possible.

Many of your tedious typing tasks may now be performed quickly and automatically. By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis.

It is important that you read this manual and do the exercises. *It has been designed to teach you every function your Panasonic typewriter has to offer. Once you have completed this manual, you will find how much easier it will be to do some of your daily typing projects.*

Take the time to learn everything you can about your new typewriter. We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do.

We hope you enjoy using your Panasonic typewriter and are confident you will have many years of reliability ahead of you.
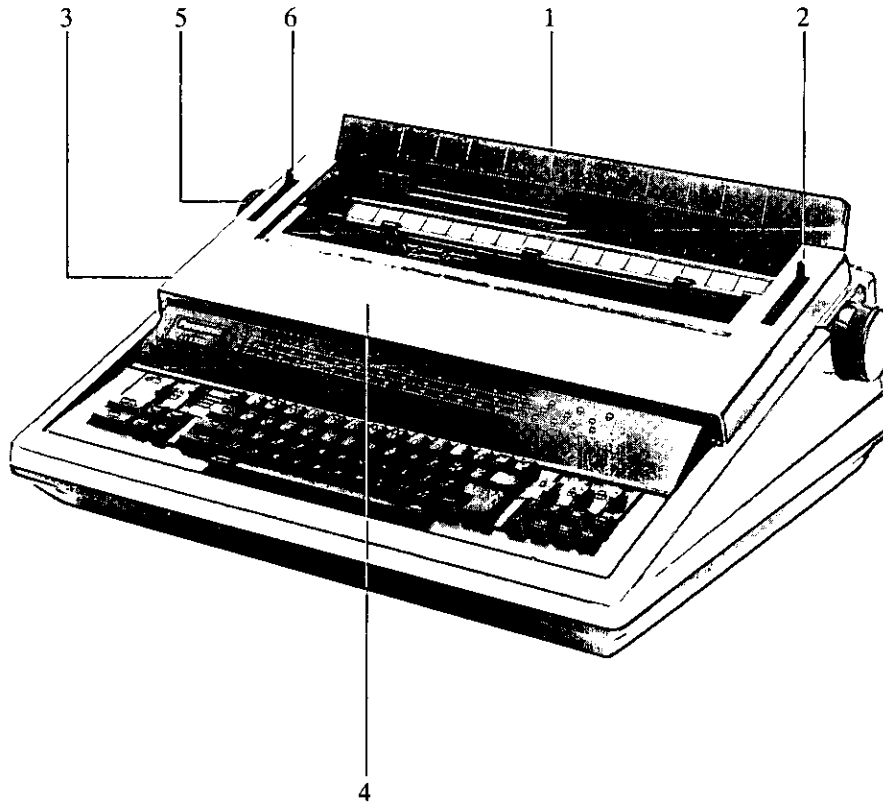
PANASONIC TYPEWRITER
Operating Instructions

Preface

LEARNING THE BASICS

1 Paper Support
2 Paper Release Lever
3 Power ON/OFF Switch
4 Top Cover
5 Platen Knob
6 Paper Bail Release Lever

POWER ON/OFF SWITCH
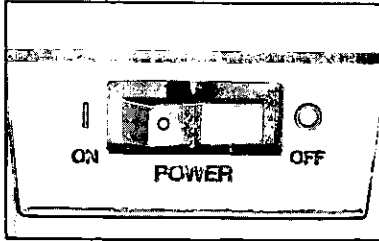
The power ON/OFF switch is located toward the back left-hand side of the machine. When turned on, the indicator light to the left of the keyboard will be lit.

The typewriter will remember the last margins and tabs used when you turn the machine off. When turned back on, the printer will move to the current left margin and the daisywheel will spin to position itself accurately.
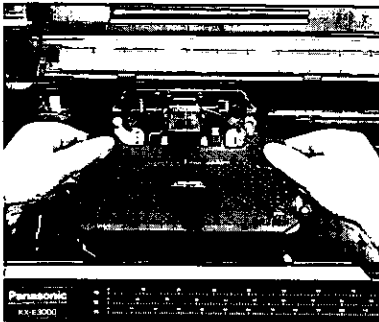
CHANGING THE RIBBON CARTRIDGE

When you lift the top cover of your typewriter, you will see your printer, ribbon cartridge and daisywheel. To remove the ribbon, press forward on the blue lever to release the cartridge. Grasp the cartridge on both sides, lift the front end up and out of the machine.

To insert a new cartridge, place the tabs on the back portion of the ribbon into the two guides. Place the exposed portion in front of the printhead and snap into place.

Advance the thumb wheel on the cartridge clockwise until the ribbon slack is tightened.
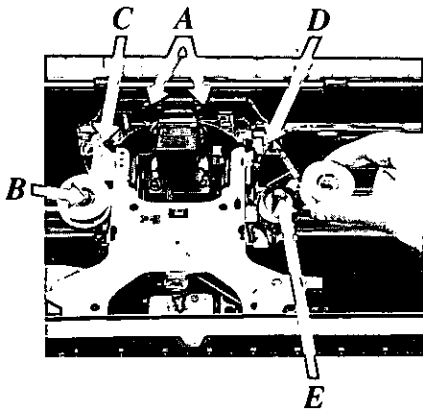
CHANGING THE CORRECTION TAPE

To replace the correction tape, lift out the typing ribbon cartridge and remove the two spools of lift-off tape. Place the loaded spool of new tape on the left pin (B) so that the tape unwinds in a counter-clockwise direction. Place the tape around the left ribbon guide (C) and behind both tape guides (A). Pull the tape around the right ribbon guide (D) and place the empty spool on the right pin (E).

Manually turn the right-hand spool counter-clockwise, tightening the tape until resistance is felt.

Replace the typing ribbon cartridge.
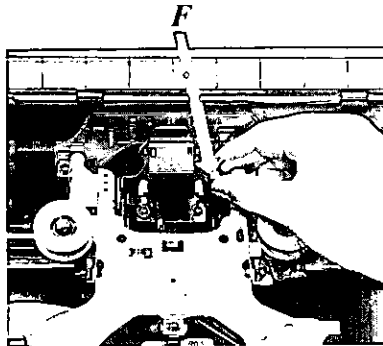
CHANGING THE DAISYWHEEL

To remove the daisywheel, pull the green lever (F), to the right of the printer, towards you. Grasp the clear plastic cartridge and lift the daisywheel out of the machine.

To insert the daisywheel, place the plastic cartridge in the carrier with the characters facing the platen. Push the green lever back into position.
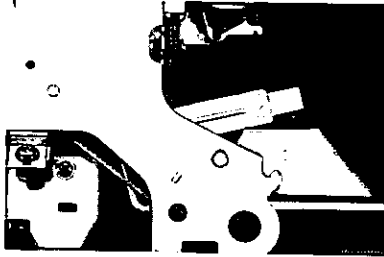
COPY CONTROL LEVER

Located inside the unit on the right side underneath the ribbon cartridge is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 is for three to six copies; position 3 is for six or more copies (dependent upon paper weight). Set according to your requirements.
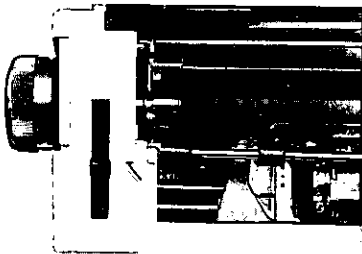
AUTOMATIC PAPER INSERTION

The Panasonic typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page. Place your paper in the machine and pull the paper bail release lever toward you. Your paper is automatically positioned at line 7.

Should you wish to change the point of insertion, automatically insert your paper as outlined above. Using the RETURN, INDEX (↓), REVERSE INDEX (↑) keys, position the printer to the desired position. Depress CODE+A (You must hold down the CODE key while depressing the letter A).

The typewriter has stored this position and will remain at this location until you change the setting.

KEYBOARD LAYOUT

In order to simplify the explanation of the typewriter and its capabilities, the keyboard has been divided into three (3) sections.

1. Character Keys

All alpha/numeric keys found on traditional typewriters, as well as Margin Release, TAB, Return, Backspace, Cancel (⊗), Shift and Shift Lock, Space, Repeat, Half Space, Index (↓), and Reverse Index (↑).

2. Selector Switches

The Selector Switches are found to the top left and right of the standard keyboard and control various options. You have a Line Space selector, a MODE selector, a Pitch selector, an Impact Control selector and a KB I/KB II selector.

3. Function Keys

Additional keys to the left and right of the standard keyboard will automate some functions that are performed manually on traditional typewriters.
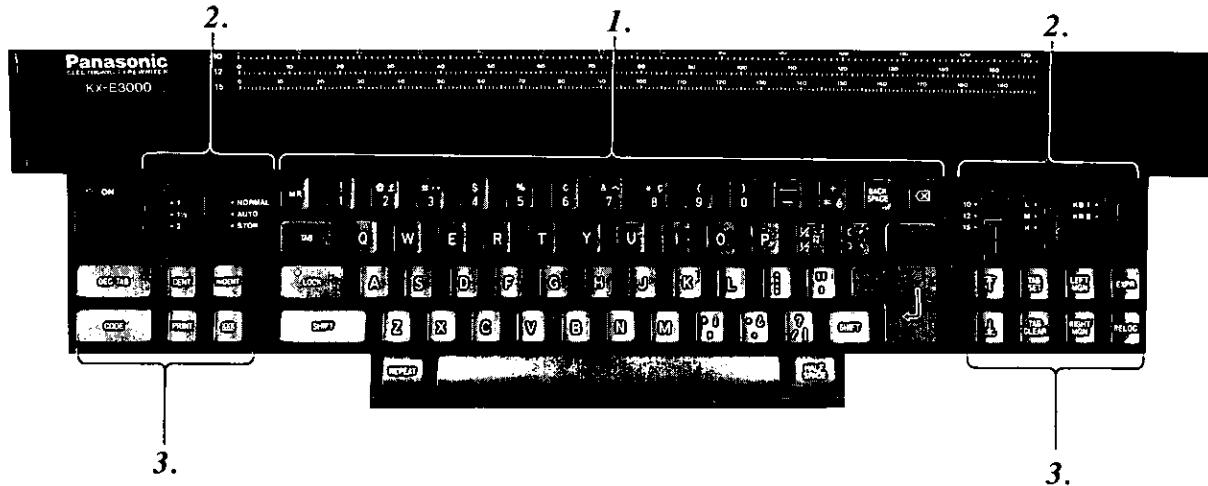
CHARACTER KEYS

The character keys are those found on traditional typewriters. You will notice that some of the key-tops have second symbols to the right of the normal characters. These are functional when using the second keyboard feature (KB II), which will be described later in the manual.
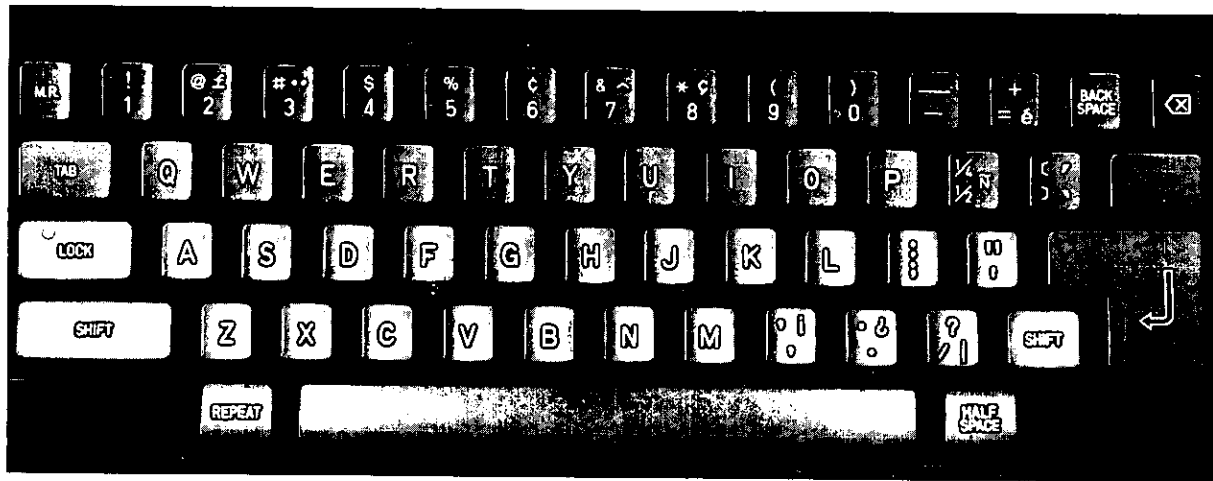
SELECTOR SWITCHES

LINE SPACING SELECTOR
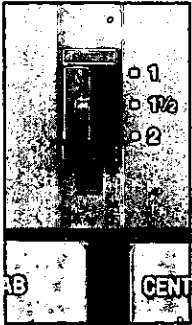
This selector is located at the top left of the keyboard console. It is marked 1, 1½ and 2 and controls the number of lines between each RETURN.

In addition, you may choose from 3 different lines per vertical inch settings as outlined on page 39. The choices and their use are listed below.

5.25	-	*legal applications (court reporting)*
6	-	*normal correspondence*
8	-	*used in conjunction with 15 pitch*

MODE SELECTOR

This selector is to the immediate right of the line spacing selector. It offers three modes of operations.

NORMAL   *Manual Return is required at the end of each line.*

AUTO   *The carrier automatically returns after the first space or CODE+HYPHEN entered after the bell.*

STOR   *Allows you to store margin formats. You cannot type in this mode.*
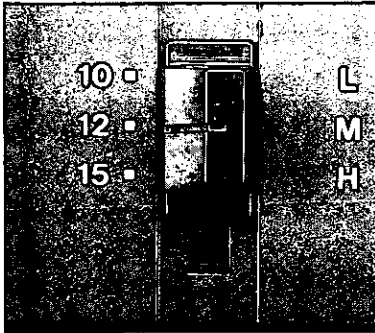
PITCH SELECTOR

On the right side of the keyboard is the pitch selector switch, indicating 10, 12 and 15. The pitch selector should correspond with the pitch of the daisywheel in the machine.

You have the choice of three (3) typing pitches.

10	PICA	10 characters/inch
12	ELITE	12 characters/inch
15	MIKRON	15 characters/inch

Your typewriter comes standard with a 10 pitch daisywheel.
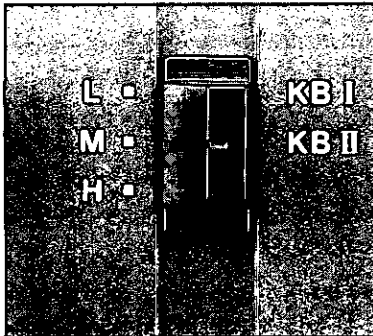
IMPACT CONTROL SELECTOR

Located to the right of the Pitch Selector, the Impact Control Selector allows you to choose from three positions: position L (light), M (medium), and H (heavy).

G

KB I/KB II SELECTOR

This selector switch is located at the far right of the console, next to the Impact Control selector. KB I allows printing of normal U.S. characters.

KB II allows the printing of additional characters not normally associated with the U.S. keyboard (foreign language symbols).

To activate KB II and access the foreign language symbols (G), move the selector switch to KB II. Any key-top with "extra" symbols are for use in this mode. The characters are printed when the key is depressed.
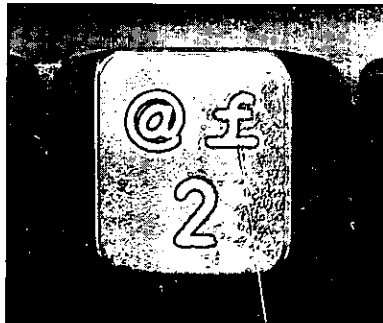
The following symbols or characters are accessible in KB II when a "200 series" daisywheel is being used, instead of "extra" symbols: (Ñ=<) (ñ=>) (£=¹) (¿= ¶) (é=∞) (¡=§) (ç=°)

FUNCTION KEYS

DEC TAB *Aligns decimal points when typing statistical formats*

CENT *Allows you to center information between.margins or tabs, over a point, or aligns data at the right margin*

INDENT *Sets a temporary left margin and eliminates the necessity to TAB on each line*

REPEAT *Makes every key a repetitive key*

TAB *Moves the printer to the next tab position*

M.R. *Margin release for left and right margins*

XXX *Sets/releases automatic underscore command*

PRINT *Allows corrections to be made out of the correction memory using the NO PRINT method*

CODE *Command key for automated functions used in conjunction with other keyboard keys*

BACKSPACE *Moves the printer one character to the left and backtraces through correction memory*

Deletes characters from paper

Reverse Index advances 1/2 line toward the top of the page

TAB SET *Sets TAB stops (maximum 29)*

LEFT MGN *Sets the left margin*

EXPR. *Express moves the printer to the beginning of the line without line spacing*

RELOC *Moves the printer to the last printed character after correction*

RIGHT MGN *Sets the right margin and bell*

TAB CLEAR *Clears TAB stops. Also clears margins and tabs when used with the CODE key*

Index advances 1/2 line toward the bottom of the page

HALF SPACE *Used for "squeezing" characters*

USING THE TYPEWRITER

This section introduces you to the fundamental operations of the Panasonic typewriter. Read through it and do the exercises to familiarize yourself with each operation.

MARGIN FORMATS

When you turn ON the typewriter, it will remember the last margin format you used. If you want to change these margins and tabs, simply do the following:

TO CLEAR MARGINS AND TABS

Depress RETURN

The printer must be at the left margin to begin making changes to the margin format.

Depress CODE+TAB CLEAR

The printer moves to the far left and clears the entire line, (both margins and all tabs).

TO SET MARGINS AND TABS

Depress SPACE BAR

This moves the printer to the new left margin position. When you have reached the desired left margin

Depress LEFT MGN

To position the printer at the first required TAB stop,

Depress the SPACE BAR

Depress TAB SET

Repeat the last two steps for each TAB stop required on the writing line. Remember, the maximum number of tab stops on one line is 29.

To position the printer at a new right margin,

Depress SPACE BAR

To set the new right margin.

Depress RIGHT MGN

Depress RETURN

You may change the left and right margins as you would on a traditional typewriter, using the M.R., SPACE or BACKSPACE keys.

To change a TAB stop, you may do so by using the TAB CLEAR and TAB SET keys.

To clear only the tabs, you may do so by moving the printer to the first tab position and depressing CODE+TAB CLEAR. Your margins are still on the writing line.

For the first exercise, be sure you set up the following:

The paper guide is at 0
The pitch selector is set at 10 (PICA)
The daisywheel in the unit is 10 pitch
The MODE selector is set at NORMAL

Depress RETURN

Depress CODE+TAB CLEAR

Set the left margin at 15
Set the first TAB at 30
Set the second TAB at 45
Set the third TAB at 60
Set your right margin at 74

Depress RETURN

STORING MARGIN FORMATS IN MEMORY

Two different margin formats (margins, tabs and hot zones) may be stored in the memory of the typewriter for repetitive use. You may name these formats Y or Z.

In Exercise 1 you have set up a margin format. Now you are going to store this format in memory.

Move the MODE selector to STOR

Depress CODE+Y

In the future, this margin format may be recalled at any time by depressing CODE+Y with the MODE selector on NORMAL or AUTO.

Move the MODE selector to NORMAL or AUTO

Clear the existing format from the typewriter by depressing CODE+TAB CLEAR. Now, set up this next format and store it under format Z.

Set the left margin at 11
Set the first TAB at 20
Set the second TAB at 33
Set the third TAB at 45
Set the fourth TAB at 54
Set the right margin at 64.

Depress RETURN

Move the MODE selector to STOR

Depress CODE+Z

This format is now stored in memory.

Move the MODE selector to NORMAL or AUTO

NOTE: The typewriter will beep 3 times if you attempt to type or set a new format while in STOR.

RECALLING MARGIN FORMATS FROM MEMORY

You should now have two margin formats in memory. These formats will be recalled several times throughout the Practice Exercises. To recall a margin format, you must do the following:

> **Move the MODE selector to NORMAL or AUTO**

> **Depress CODE+Y**

> *The first margin format has been recalled and is ready to use. If you had depressed CODE+Z, the second format would have been brought to the writing line.*

When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format.

Remember, you NEVER position the mode selector on STOR to recall margin formats from memory (only to store them).

ADJUSTABLE "HOT ZONE"

The "Hot Zone" represents the number of spaces between the bell and the right margin. It is pre-programmed for 0.7 of an inch (7 spaces in 10 pitch) from the right margin. You may change the setting to within one inch of the right margin.

To change the setting:

> **Position the MODE selector to NORMAL**

> **SPACE or TAB to the right margin**

> **BACKSPACE to the new bell position**

> **Depress CODE+RIGHT MGN**

USING THE FUNCTION KEYS

INDEX (↓) AND REVERSE INDEX(↑)

The INDEX (↓) key allows you to advance the paper ½ line toward the bottom of the page. The REVERSE INDEX (↑) key allows you to advance the paper ½ line toward the top of the page.

These keys are useful when typing superscripts and subscripts. You will also use them in conjunction with other features discussed later in this manual. Type the exercise and follow the instructions listed below.

The 4th of July is America's Independence Day.

To type this you would first enter "The 4" and then:

Depress the REVERSE INDEX (↑) key and type "th"

Depress INDEX (↓) to reposition the printer on the actual typing line and continue typing.

MICRO INDEXING

Micro Indexing moves the printer incrementally (¹/₄₈ of an inch) up or down on the paper. This is extremely useful when aligning the printer with pre-printed forms. The Forms Layout feature will be covered later in this manual.

To perform micro indexing:

Depress SHIFT+INDEX (↓) or SHIFT+ REVERSE INDEX (↑)

NOTE: Micro Indexing is not recorded in the correction memory.

CORRECTION MEMORY

The Panasonic typewriter has a maximum 500 character correction memory for automatic lift-off. If you have typed several lines and notice an error in one of the preceding lines, you may instruct the typewriter to make the correction.

Keep in mind that 500 characters are approximately two average paragraphs. When you have reached the end of the 500 character correction memory, your typewriter will alert you with three (3) "beeps". When this occurs, depress CODE+CANCEL (⊠) and make the corrections out of the 500 character memory.

CORRECTING ERRORS ON PAPER

The **BACKSPACE** key is used to move the printer one space to the right of the incorrect character and backtraces by line through the correction memory.

The **CANCEL** (⊠) key allows you to "lift" incorrect characters off the paper when an error has been made.

The **EXPRESS** key (EXPR.) moves the printer to the beginning of the line without line spacing.

The **RELOCATE** key (RELOC) moves the printer to the last printed character on the page after a correction has been made, or to the last carrier return.

Using the first stored line format (CODE+Y), type the following sentence using these keys to make the corrections. Do not RETURN at the end of the line.

```
Whne tpying quickly, a typist is likely to make mistakse.
```

Change "Whne" to "When"
      "tpying" to "typing"
      "mistakse" to "mistakes"

MAKING CORRECTIONS WITHIN THE CORRECTION MEMORY

To cancel printed characters on previous lines:

EXPR. to the beginning of the current line

Depress BACKSPACE to position the printer on the line containing the error

This will advance the printer by line through the correction memory. If the printer is located at the beginning of the line, depressing **CANCEL** (⊠) will advance the printer to the end of the previous line.

SPACE to position the printer one character to the right of the error

Depress CANCEL (⊠) to lift off the incorrect character(s) and type the correction

Depress RELOC

NOTE: Once you have advanced into the correction memory, you may use RETURN to position the printer on lines below the current line. If **REVERSE INDEX** (↑) is used to advance into previous lines, the correction memory will be erased.

MAKING CORRECTIONS OUT OF THE CORRECTION MEMORY

When you have reached the end of the correction memory, you will hear 3 "beeps". To correct characters above that point:

Depress CODE+CANCEL (⊠)

This instructs the typewriter that you are going to correct out of the 500 character memory. Your printer will automatically move to the left margin to allow you to begin making corrections.

Depress REVERSE INDEX (↑)

To position the printer on the line of the error.

Depress SPACE BAR to position the printer over the error

Depress CODE+CANCEL (⊠) once

Retype the incorrect character

This will lift the character off the paper.

Type the correct character

Repeat the steps outlined above for each incorrect character on the same line.

Depress RELOC

This positions the printer at the last printed character or RETURN.

* If you have more than one correction to be made out of the 500 character correction memory, you must RETURN to position the printer at the left margin in order to REVERSE INDEX (↑) to the next error.

NO PRINT WHEN MAKING MANUAL CORRECTIONS

When an error is out of the 500 character correction memory, the PRINT key may be used as a stencil key to re-enter text into the correction memory without reprinting. This feature is especially useful when correcting words or consecutive errors.

After reaching the end of the correction memory:

Depress CODE+CANCEL to exit the correction memory

Depress REVERSE INDEX (↑) to position printer on the desired line

SPACE to position printer over the first character of the incorrect character(s)

Depress the PRINT key and retype the character(s) exactly as the appear on paper

CANCEL (⊠) to delete the error(s)

Retype correct character(s)

Depress RELOC

Using the CODE+Y format, with the MODE selector on AUTO, type the following exercise including the errors. As you type, the printer will automatically return at the end of the line. You do not need to stop typing as the printer returns; it will "catch" up with you. Upon completion, use the correction procedures you have just read. Be sure to first make the corrections within the correction memory and then out of the correction memory.

Distantly related to the opossum, the Koala bear is only
3/4 of an inch long at birth and weighs only 1/5 of an
ounce. Usually only one Koala is born at a time, with
the mother bearing young only every other year.

infant

The infznt will remain in its mother's pouch until it
is ready to emerge at six months of age. It will then

cling

climg to its mother's back until it is a year old.

weigh

When fully grown, it will stand about two feet high and   *tall*
may wiegh as much as 33 pounds. At the age of four,
the animal will have attained full sexual maturity and
its life span may be as long as 20 years.

When the Koala is ready to strike out on it's won, it.   *its own*
will find its own eucalyptus tree, whose leaves are almost
its only food. Only on rare occasions will it leave
the tree, as when it seeks another tree to tkae up new   *take*
residence.

The Koala is suited for climbing, as all four of its
sharp clawde feet are made for grasping. During the day

clawed

the Koala sleeps, usually curled up inconspicuously in
the crotch of a tree, and feeds only at nightime.   *nighttime*

At one time, the Koala, a native of Australia, was severely
threatened with extinction. Now the Australian governemtn
is taking drastic stesp to insure its survival.

steps   *government*

DECIMAL TABULATION

The DEC TAB key is used in place of the TAB key when typing statistical formats. It instructs the typewriter to automatically align numbers at the decimal point. For foreign statistical typing, you may choose to align numbers at the comma position (refer to page 39) instead of the decimal point.

To align decimal points:

Depress DEC TAB

The printer will move to the first TAB position.

Enter the number, decimal point and cents

Depress DEC TAB again

Your first entry will print and the printer will move to the next tab position.

Enter the next number and decimal point

Depress DEC TAB

Repeat the last two steps until you have completed all of your entries.

Depress RETURN

Begin typing the second line of data

For practice, type the following, still using the CODE+Y format; set the MODE selector at NORMAL or AUTO.

ᴸᵐ	T	T	T	ℛᵐ
☒	☒	☒	☒	☒

Dec-TAB	Dec-TAB	Dec-tab
123.64	347.91	156.98
12.10	13.06	31.28
1234.56	7654.23	4851.12
.12	.24	.36
3.0%	5.6%	8.3%

21

CENTERING

There are four ways to center information; between margins, over a point, between tab stops and aligned at the right margin.

If more than one special command is given on one line, the centering command must be entered first.

Between Margins

   Depress RETURN to position the printer at the left margin

   Depress CENT key and enter the information to be centered

   Depress RETURN or TAB to print the information on each line

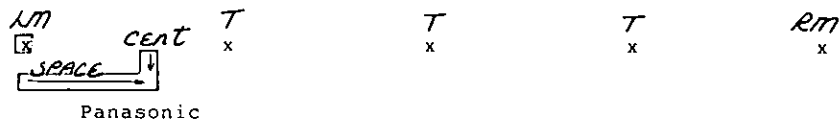   **Depress CENT for each line requiring centering**

lm
[x]

rm
[x]

```
CEnt ─────────────────► (Your name)
cEnt ─────────────────► Panasonic
cEnt ─────────────────► Electronic Typewriter
```

22

Over A Point

> *Depress SPACE BAR to move your printer to the desired position*

> *Depress CENT and enter the information to be centered*
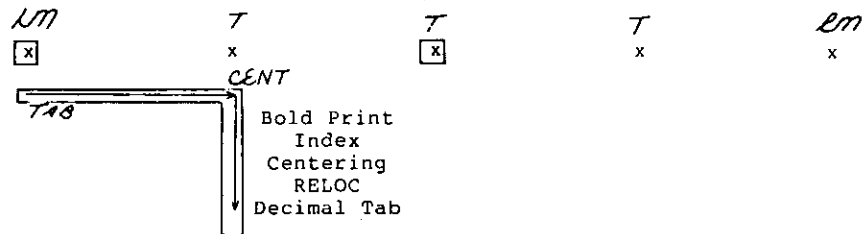
> *Depress RETURN or TAB to print the information*

```
ᴸᵐ        T           T           T           ℛᵐ
[x]   cent  x          x           x            x
  SPACE    ↓
 _____
          Panasonic
```

Between Tab Stops

> *TAB to the left tab position of the tabs you want to center between*

> *Depress CENT and enter the information*

> *Depress TAB or RETURN to print the information*

> *Repeat the same steps for each line requiring center commands*

```
ᴸᵐ           T           T           T           ℛᵐ
[x]          x          [x]          x            x
                     CENT
 _____
  TAB                    Bold Print
                           Index
                         Centering
                           RELOC
                         Decimal Tab
```
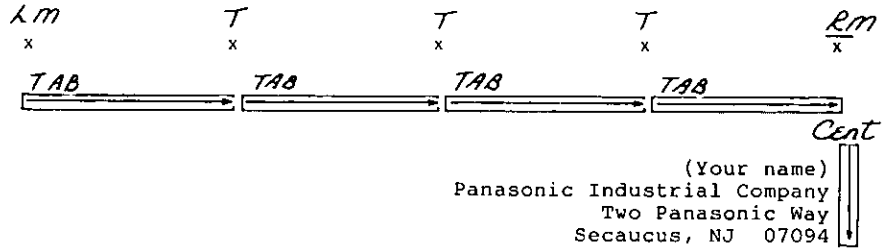
Aligned At the Right Margin

TAB to the right margin

Depress CENT and enter the information to be aligned

Depress RETURN to print the information

Repeat the same steps for each line you want to align

```
(Your name)
Panasonic Industrial Company
Two Panasonic Way
Secaucus, NJ   07094
```

PARAGRAPH INDENT

The INDENT key provides the typist with the ability to set a temporary left margin and eliminates the need to TAB on every line of an indented paragraph.
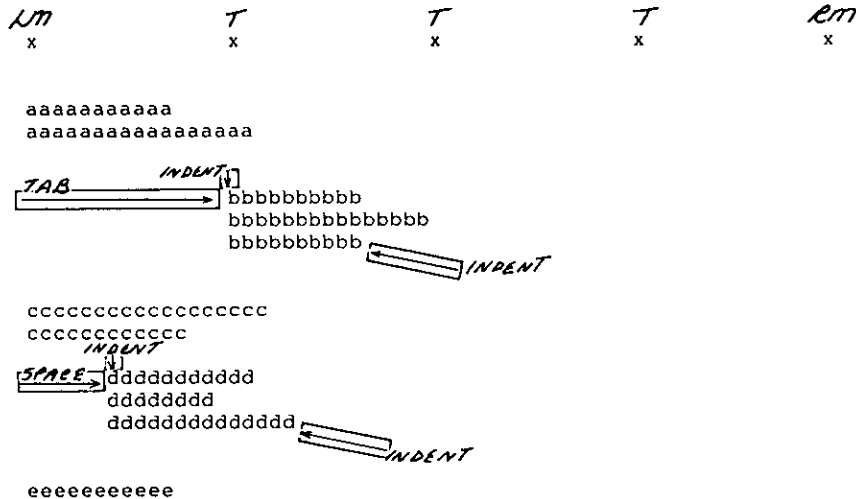
To position the printer at the desired indented location:

Depress TAB or SPACE BAR

This will instruct the typewriter where to set the temporary left margin.

Depress INDENT to set the temporary left margin

Type the indented text

Depress INDENT again to deactivate the command

```
  Lm          T          T          T          em
  x           x          x          x          x

  aaaaaaaaaa
  aaaaaaaaaaaaaaaa
        INDENT
  TAB         bbbbbbbbbb
              bbbbbbbbbbbbbbb
              bbbbbbbbbb
                        INDENT

  cccccccccccccccccc
  ccccccccccc
        INDENT
  SPACE  dddddddddddd
         ddddddddd
         ddddddddddddddd
                      INDENT

  eeeeeeeeee
```

UNDERSCORING

To underscore words and spaces continuously:

Depress XXX and type

All characters and spaces will be underscored automatically until you deactivate the command.

This is continuous underscore.

Depress XXX again to deactivate the command

To underscore word by word only, eliminating the underscored spaces:

Depress CODE+XXX

This is word by word underscore.

Depress CODE+XXX again to deactivate this command

The following exercise incorporates all of the operations you have just learned and gives you the opportunity to use them in a standard letter. Set the margins and tabs indicated below to be used with this exercise and store them in margin format Y.

Depress CODE+TAB CLEAR

Set the left margin at 11
Set the first TAB at 26
Set the second TAB at 39
Set the third TAB at 49
Set the fourth TAB at 59
Set the right margin at 66

Move the MODE selector to STOR

Depress   CODE+Y

To begin the exercise, set the MODE selector at AUTO and recall margin format CODE+Z.

15 Hunts Lane
Weston, CT. 06883

right align centering (handwritten)

Mr. C. C. Charles
19 Treaty Road
Valley Forge, PA. 08901

Dear Mr. Charles:

In response to your recent inquiry regarding our
new line of customized designer wall coverings,
I am enclosing the samples you had requested, for
your approval. Outlined below is the quantity
pricing for each of the patterns we discussed.

Center ──────→ DESIGNER LINE
Center ──────→ Custom Wall Coverings
+ underscore (handwritten)

Center Burtn. Tabs (handwritten)

Pattern	Retail	1-5	6-9	10 +

Recall Code + y (handwritten)

Dec TAB *Dec TAB* *Dec TAB* *Dec TAB* (handwritten)

Wheat	36.70	29.90	25.40	21.20
Willow	38.40	31.55	26.80	22.60
Tulip	44.60	37.80	34.50	30.90
DISCOUNT	8.0%	7.5%	7.5%	8.0%

Recall Code + z (handwritten)

indent (handwritten)

These prices are based upon the length
and width of one (1) standard roll. Each
of the patterns we discussed may be custom
colored to meet your personal requirements.

If you have any questions regarding the quantities
required, I would need exact room measurements
for each of your offices.

I look forward to working with you in the near
future and thank you for considering our product
line.

Sincerely,

(Your name)
Professional Home Designs

CODED FUNCTIONS

CODE KEY

The CODE key is used in conjunction with other keys to perform various automated functions. When performing coded functions, you must hold down the CODE key while you depress the desired key.

Some of these coded functions you have already used: CODE+A is for setting automatic paper insertion, CODE+Y and Z for recalling margin formats, CODE+RIGHT MGN to set a new bell position and CODE+XXX to underscore word by word.

The following exercises will teach you additional functions the CODE key offers.

BOLD PRINT

This feature allows you to instruct the printer to "highlight" certain words or characters for emphasis using a BOLD print function.

Depress CODE+B and enter the information to be highlighted

Depress CODE+B again to deactivate the command

Bold print highlights words for emphasis.

SOFT HYPHEN (CODE+HYPHEN)

A Soft Hypen will allow you to hyphenate words that fall at the right margin when using the AUTO mode. This will "tighten" up your margins and give a less ragged appearance. With this feature, the printer will automatically return if a coded hyphen is entered in the "Hot Zone".

To insert a soft hyphen:

Depress CODE+HYPHEN (—)

Using the CODE+Z format, type the following paragraph. Be sure your MODE selector is set at AUTO.

```
Soft hyphens are entered in the hot zone to pre-
vent long words from causing extremely ragged mar-
gins on the right side of the page.  However, re-
member to use the CODE key before you depress the
hyphen key.  This tells the typewriter to return
at the next character typed.
```

Code + hyphen

PERMANENT SPACE

Because your typewriter has an auto return feature, there may be times you will not want to separate specific words such as cities and states or dates. Using a permanent space, the typewriter will recognize the group of words as one and not separate them when the printer automatically returns.

To enter this command:

Type the first word

Depress CODE+SPACE BAR

Type the next word

Type the follwing paragraph using the permanent space feature. Be sure your MODE selector is set at AUTO.

> Permanent spaces prevent names or dates from being
> separated. In instances such as San Francisco, Ca.
> or New York, N.Y. or dates such as September 30, 1986
> you may instruct the typewriter to never separate
> these character or numbers onto different typing
> lines.

Code + space

Code + space

INCREMENTAL SPACE

An incremental space allows you to move the printhead 1/6th of a space.

Depress CODE+HALF SPACE

CAPS LOCK

Normally, when you type information in capital letters, you use the LOCK key and need to release it to type numbers. When this feature is activated, you may type capital letters and access numbers at the same time without having to shift back and forth from upper to lower case. The lock key's indicator light will flash when this feature is turned on.

To activate CAPS LOCK:

Depress CODE+LOCK and type text

Every letter that you typed will be in CAPITALS and when you type a number, you will not receive the symbols.

Depress CODE+LOCK to deactivate the feature

AUTO PAPER EJECT

After typing your project, you may instruct the typewriter to automatically eject the paper. It has been pre-programmed for standard 8½ × 11 paper (66 lines) and will eject the paper based on that setting. If you are working with paper other than 8½ × 11, refer to page 39 for changing the page length.

To automatically eject the paper:

Depress CODE+V

PERMANENT BACKSPACE

There may be times you will require overlapping of characters or numbers in a project. This is easily achieved using another coded function, CODE+U.

Type the first character or number

Depress CODE+U

Type the character or number you want to overlap the first entry

EXAMPLE:

$$0 + (CODE + U) + / = \emptyset$$

FORMS LAYOUT

The Forms Layout feature allows you to fill-in pre-printed forms easily and automatically. With the Panasonic typewriter, you have the ability to store the layout of a form with specific tab stop positions once, and then recall it whenever you need it. This will make it much easier for you to use those pre-printed forms that never seem to line up.

You may store two (2) forms with up to 8 stops on each form. If you try to set more than 8 stops, the typewriter will beep 3 times, alerting you that the maximum has been set.

When printing the form, the printer moves to the tab stop and waits for you to type the information. It will automatically adjust for spacing and the number of lines used and remembers the exact position you set the next tab stop. You no longer need to continually RETURN to get to the next location, nor space over to the next box on the form where you must type information. Store the form once, and it is there for you every time you need it.

All of us use different types of forms and we do not necessarily have your particular one at hand. Therefore, we are not able to provide you with specific exercises. It is extremely important that you use your own forms when working with these instructions. Please, READ through the operational steps provided to get the most benefit from this time saving feature.

STORING THE LAYOUT

In order to begin, you must first have one of your forms to work with.

> Depress CODE+TAB CLEAR to clear existing margins and tabs

> Set both margins at the edge of the form and depress RETURN

> Remove the form from the typewriter

> Depress CODE +EXPR. to enter forms layout

> Type the number 1 or 2, whichever number you wish to assign

> Remember, you may store 2 forms with a total of 8 stops per form.

> Auto insert the form

> Using the following keys, advance the printer to the desired stop positions:

> | | |
> |---|---|
> | RETURN | INDEX(↓) |
> | SPACE BAR | REVERSE INDEX (↑) |
> | BACKSPACE | SHIFT+INDEX |
> | HALF SPACE | SHIFT+REVERSE INDEX |
> | CODE+HALF SPACE (Incremental space) | |

> Depress TAB SET at each stop location

> Depress CODE+EXPR. to end the form

> NOTE: If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original insertion point be saved so the insertion point can be reset.

PRINTING THE FORM

Once you have stored the layout of a form, you may recall it at any time. You should always recall the form layout and then insert the form by using the Automatic Paper Insert feature.

> **Depress CODE+EXPR.**
>
> **Type the number 1 or 2, whichever number you assigned to the form**
>
> **Insert your form using the automatic insertion feature**
>
> **Depress TAB**

The printer will move to the first tab stop of the form.

> **Type the information required at this tab stop position**

An INDENT (temporary left margin) is set at each tab stop. Therefore, if you type more than one line, the information will automatically be aligned.

> **Depress TAB to reach remaining stop position**

When you have reached the end of the form, your typewriter will "beep" 3 times. If you have another of the same form to fill in, you may do so without recalling the form again.

> **Auto insert the next form**
>
> **Depress TAB to fill in tab stops**
>
> **Depress CODE+EXPR. to exit forms layout**

CORRECTING ERRORS WHILE AT THE TAB STOP

If you notice an error while typing, depress the CANCEL (⊠) key to delete.

If there are several lines of text at one tab stop, you may use the same correction procedures as those outlined when making corrections within the correction memory.

If there is one line of text at the tab stop, CODE+REVERSE INDEX (↑) will take you to the previous tab stop.

CORRECTING ERRORS AT A PREVIOUS TAB STOP

Depress CODE+REVERSE INDEX (↑) to reach the tab stop containing the error

Space to error

Depress PRINT and retype error(s)

Depress CANCEL (⊠) to lift off character(s)

Type correct character(s)

CHANGING A STORED FORM'S LAYOUT

You may add or delete tab stop positions within a stored form whenever necessary. It is important to remember that you may only store 8 tab stops per form.

ADDING TAB STOP POSITIONS

Depress CODE+EXPR. to enter Forms Layout

Type the number, 1 or 2

Insert the form using auto insert

Depress TAB until you reach the stored tab stop closest to where you want to insert a new tab stop

*NOTE: If the new tab stop is to be inserted between an existing tab stop and the **right margin,** move the printer to the desired location.*

*If the new tab stop is to be inserted between the **left margin** and an existing tab stop, **depress INDENT** to release the temporary margin and **RETURN.** Then move the printer to the desired location.*

Depress TAB SET to set the new stop

Depress CODE+EXPR. to exit forms layout

NOTE: If you attempt to set an additional tab stop and hear 3 beeps, the typewriter is alerting you that the maximum number of stops has been set.

DELETING TAB STOP POSITIONS

Depress CODE+EXPR. to enter Forms Layout

Type the number, 1 or 2

Insert the form using the auto insert feature

Depress TAB until you reach the tab stop you want to delete

Depress TAB CLEAR

The tab stop has been deleted.

Depress CODE+EXPR. to exit Forms Layout

NOTE: If you want to delete all tab stops in a form, depress CODE+TAB CLEAR after recalling the form you wish to delete.

CHANGING PARAMETERS

You may change specific default parameters of the typewriter. Default simply means that certain settings are pre-programmed into the typewriter and will remain that way until you change them. The settings that can be changed are listed below.

To change the parameters:

Insert a sheet of paper

Depress CODE+P

A series of numbers will print (60, 66, N, 6, P)

They represent:

60 - Page end (01-99 lines) - used with optional communication interface
66 - Paper length - total number of lines on the paper (01-99 lines)
 N - Paper feed control (N:none, T:tractor feed, S:sheet feed)
 6 - Lines per vertical inch (5:5.25 - legal, 6:6 - normal, 8:8 - 15 pitch)
 P - Dec Tab alignment character (P:decimal point, C:comma)

Backspace to the desired parameter

Depress CANCEL (⊗) and type appropriate parameter

Depress RETURN

The new parameters will print confirming your changes. These settings will remain until changed.

CODE OPERATIONS CHART

CODE+A	*Set Auto Paper Insertion*
CODE+B	*BOLD Print*
CODE+E	*Reset Printer and Correction Memory (must depress twice)*
CODE+P	*Set Parameters*
CODE+U	*Permanent Backspace*
CODE+V	*Auto Paper Eject*
CODE+Y	*Margin Format Recall*
CODE+Z	*Margin Format Recall*
CODE+CANCEL (⊗)	*Escape Correction Memory*
CODE+HYPHEN	*Soft Hyphen*
CODE+REVERSE INDEX (↑)	*To go back to previous Stop position during Forms Layout*
CODE+RIGHT MGN	*Set New Bell Position*
CODE+SPACE BAR	*Permanent Space*
CODE+HALF SPACE	*Incremental Space*

CODE+TAB CLEAR   *Clear Margins and Tabs*

CODE+XXX   *Underscore by Word*

CODE+LOCK   *CAPS Lock*

CODE+EXPR.   *Forms Layout*

SHIFT+INDEX (↓)   *Advance the paper $1/48$ of an inch toward the bottom of page*

SHIFT+REVERSE INDEX (↑)   *Advance the paper $1/48$ of an inch toward the top of page*

CAUTIONS

Be sure that the carrier stopper that holds the printer stationary during shipping is removed before turning the unit on.

Be sure to keep this stopper so that the unit can be transported safely, if the need arises.

For the best possible operation of your typewriter do not use a power outlet which is presently being used for a copier or other device which consumes a large volume of power.

Do not use your typewriter in the following environmental conditions:
In direct sunlight where additional heat will be generated.
In areas where the atmosphere is extremely salty or where corrosive gases are present.
On surfaces that are not flat, or that are subject to vibration.

Cleaning

Use only a soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases, or electronic circuitry.

Cable

Use a shielded cable 3 meters or less in length with KX-E12 Serial Communication Interface option installed.
Use a shielded cable 2 meters or less in length with KX-E71 Parallel Interface option installed.

PARTS FUNCTION

Paper Support

When the typewriter is unboxed, it will have to be installed as shown.
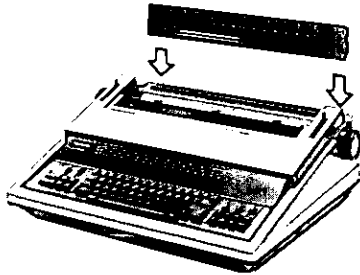
Cover Interlock Switch
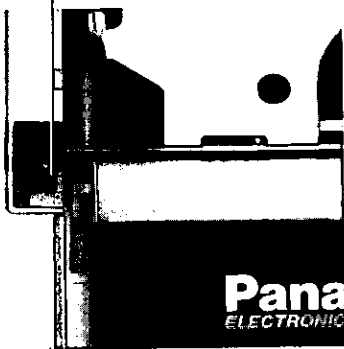
Cover Interlock Switch

The top cover has a safety interlock switch which deactivates the printer whenever the top cover is opened.
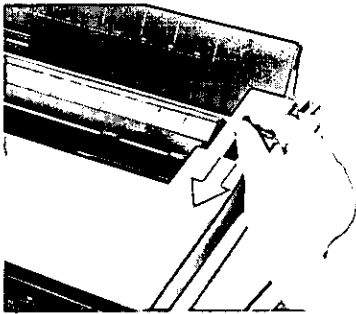
Paper Release Lever

Pulling forward on the paper release lever releases the paper so that the operator can adjust it freely.
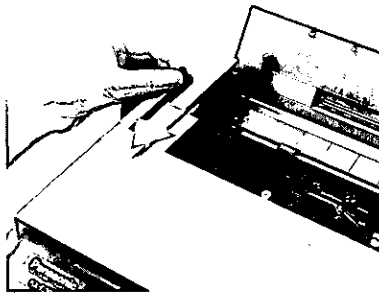
Paper Bail Release Lever

Pulling forward on the paper bail release lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function. Also refer to page 4.
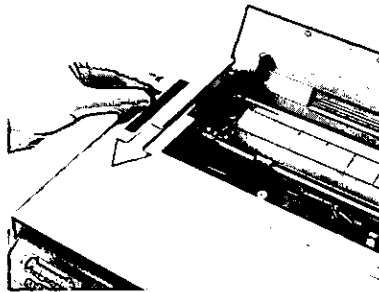
PLATEN REMOVAL AND INSTALLATION

Release Latch
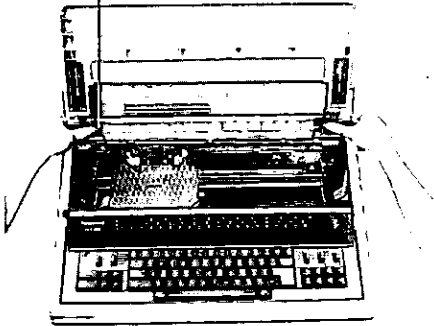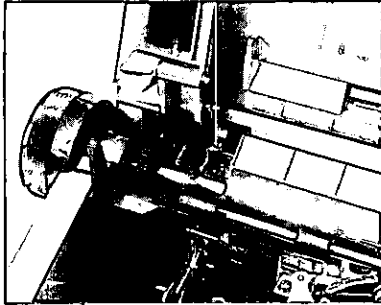
Platen Removal

If you have to remove the platen to clear a gummed label or clean the platen, please follow the instructions below:

1. *Turn the power off.*
2. *Open the top cover.*
3. *Lift the eraser table.*
4. *Position the paper release lever and paper bail release lever toward the front of the machine.*
5. *While pushing down on both release latches, lift out the platen.*

Platen Installation

1. *Position the slot of the platen shaft so that it aligns with the left release latch. Push down until you hear it lock.*
2. *Reset the paper release lever, the paper bail release lever and the eraser table then close the top cover.*

SHIPPING INFORMATION

Carrier Stopper
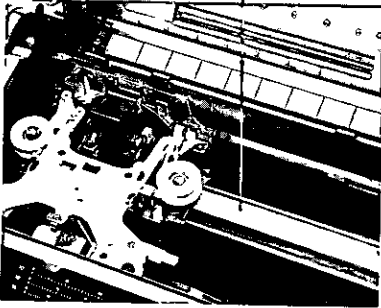
- *The carrier stopper holds the printer stationary during shipping.*
- *Remove the stopper before turning the unit on.*

When you transport or ship the typewriter, follow the steps below:

- *Position the printer at the far left of the unit.*
- *Install the carrier stopper to the carrier shaft so that the printer will not move.*
- *Remove the paper support.*
  To remove the paper support, stand it up straight and pull up.

TROUBLESHOOTING

PROBLEM	REMEDY
1. Character spacing is erratic.	• Make sure the "Pitch selector" is set correctly.
2. Character printout is not clear.	• Make sure the ribbon is good. • Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.
3. Characters cannot be printed.	• Make sure the daisywheel is mounted correctly on the print unit. • Change the ribbon cartridge.
4. Characters cannot be cancelled.	• Make sure the correction tape matches the type of ribbon cartridge being used. • Make sure the correction tape is installed correctly. • Change the correction tape.
5. Character printout is scrambled.	• The printwheel is misaligned. Depress CODE+E twice to reset the typewriter.

If the problem persists after performing all of the above checks call for service.

SPECIFICATIONS

Print Element:	Daisywheel; 100 char.
Print Speed:	16 char./sec.
Print Pitch:	10 char./inch
	12 char./inch
	15 char./inch
Line Spacing:	1, 1^1/2, 2 lines
Paper Width:	16.5 inches Max. (419 mm Max.)
Writing Line:	13.2 inches Max. (335 mm Max.)
Ribbon Cassette:	High Yield Correctable Carbon Ribbon (Black, Blue, Brown)
	High Yield Non-Correctable Single Strike Carbon Ribbon (Black)
	High Yield Multi-Strike Ribbon (Black)
	High Yield Fabric Ribbon (Black)
	Fabric Ribbon (Black)
Correcting Tape:	Lift Off Tape
	Cover Up Tape
Keyboard:	Alpha/Numeric Key; 45 keys
	Function Key; 25 keys
Correction Memory;	500 Char. Max
Line Format Memory:	2 formats + Current
Power Requirements:	AC 120V 60Hz
Power Consumption:	Approx. 68 W
Memory Protection:	Lithium Battery (5 years)
Storage Environment:	−4°F~140°F (−20°C~60°C) temperature, 10%~90% humidity
Operating Environment:	50°F~104°F (10°C~40°C) temperature, 20%~80% humidity
Dimension:	23.9 (W) × 18.6 (D) × 8.0 (H) in. (607 × 472 × 203 mm)
Weight:	Approx. 27.6 lbs. (12.5 kg)

Specifications subject to change without notice.

OPTIONS

KX-E12   *Serial Communications Interface*

KX-E20   *Tractor Feed*

KX-E45   *SpellScan®*

KX-E71   *Parallel Interface*

KX-E80   *Automatic Sheet Feed*

NOTE: *To prevent possible RF interference, when using this typewriter with an interface option (KX-E12/71), the clamp-on ferrite core provided with the interface must be installed on the interface cable within 4 inches of the typewriter interface connector.*

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MEMO